

**BART Agreement Number:** 6M8133

**Approval Date:** 9/21/2020

**Work Plan:** Site Improvements at Lafayette Station Claims Support

**Scope:**

The Consultant is to provide a part-time support for the claim review and analysis for approximately 36 hours/month, and a supporting part-time Office Engineer for approximately 12 hours/month. The Resident Engineer and Office Engineer will be located at 300 Lakeside Drive, 9th Floor, Oakland, CA, unless otherwise directed by the District.

Specific duties and responsibilities for the Resident Engineer shall include, but not be limited to, the following:

- a. Serve as the District Representative and is responsible to support BART Legal Department/General Counsel in dispute and claims resolution by providing supporting documents on the change orders, schedule analysis, and other construction related documentation;
- b. Serves as the Subject Matter Expert and routinely interact with numerous outside Agencies and internal departments including, but not limited to, the Office of the BART Legal Department/General Counsel, the Procurement Department, the Office of Civil Rights, etc. as needed for gathering documentation in the claim process;
- c. Prepares written documents (i.e. correspondence, proposals, claim settlement reports, and other documents as required by the District);
- d. Provides technical support in support of the dispute and claims resolution process;
- e. Reviews Contractor's baseline schedule, progress schedules, inspector's daily reports, Resident Engineer's daily report, As-built plans and project plans and specifications and other documents relevant to the claim analysis and resolution;
- f. Provides Office Engineer support services;
- g. Other tasks as directed by the District.

**Prime:** Ghirardelli Associates

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
PSM	\$85,368	N	Y

**Total Work Plan Value:** \$ 112,939